SAN MATEO COUNTYWIDE Water Pollution Prevention Program
Clean Water. Healthy Community.

This agenda was finalized on November 16, 2012

Web Site: www.flowstobay.org

NOTICE OF MEETING
NPDES TECHNICAL ADVISORY COMMITTEE (TAC)

TUESDAY, NOVEMBER 20, 2012 – 10:00 AM to NOON
MUNICIPAL SERVICES CENTER
1400 BROADWAY, REDWOOD CITY
(See location map on back)

AGENDA

1. **INTRODUCTIONS, ANNOUNCEMENTS, AGENDA REVISIONS – MATT FABRY, Countywide Program Coordinator**
2. **PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA** (limited to two minutes per speaker)
3. **APPROVAL OF MINUTES FROM PREVIOUS MEETING**
4. **REGULAR AGENDA**
   - **A. ACTION – APPROVE SUBMITTAL OF BASMAA STANDARD SPECIFICATIONS FOR SITE DESIGN MEASURES FOR SMALL PROJECTS AND DETACHED SINGLE FAMILY HOME PROJECTS**
   - **B. ACTION – REVIEW AND RECOMMEND APPROVAL OF AN AGREEMENT WITH SCI CONSULTING GROUP TO PROVIDE TECHNICAL SERVICES IN SUPPORT OF A COUNTYWIDE FUNDING INITIATIVE FOR STORMWATER COMPLIANCE ACTIVITIES**
   - **C. INFORMATION – REVIEW PROPOSED CHANGES TO COMMITTEE STRUCTURE**
   - **D. INFORMATION – TRASH UPDATE**
   - **E. INFORMATION – SAN PEDRO CREEK AND PACIFICA STATE BEACH TMDL UPDATE**
5. **BASMAA/CASQA UPDATES**
6. **EXECUTIVE DIRECTOR'S REPORT**
7. **SUBCOMMITTEE AND WORKGROUP REPORTS**
   - **A. PUBLIC INFORMATION/PARTICIPATION**
   - **B. COMMERCIAL/INDUSTRIAL AND ILLICIT DISCHARGE**
   - **C. NEW DEVELOPMENT**
   - **D. MUNICIPAL MAINTENANCE ACTIVITIES**
     - **i. MUNICIPAL MAINTENANCE SUBCOMMITTEE**
     - **ii. PARKS MAINTENANCE & IPM WORKGROUP**
   - **E. TRASH**
   - **F. WATERSHED ASSESSMENT AND MONITORING**
   - **G. WATER UTILITY TRAINING WORK GROUP**
8. **FUTURE MEETINGS**

NOV 20	**@**	**Redwood City**
DEC 18	**@**	
JAN 15	**@**	

Post by 5:00 P.M., Friday, November 16, 2012

NOTE: Persons with disabilities who require auxiliary aids or services in attending and participating in this meeting should contact Matthew Fabry at 650-599-1419, five working days prior to the meeting date.

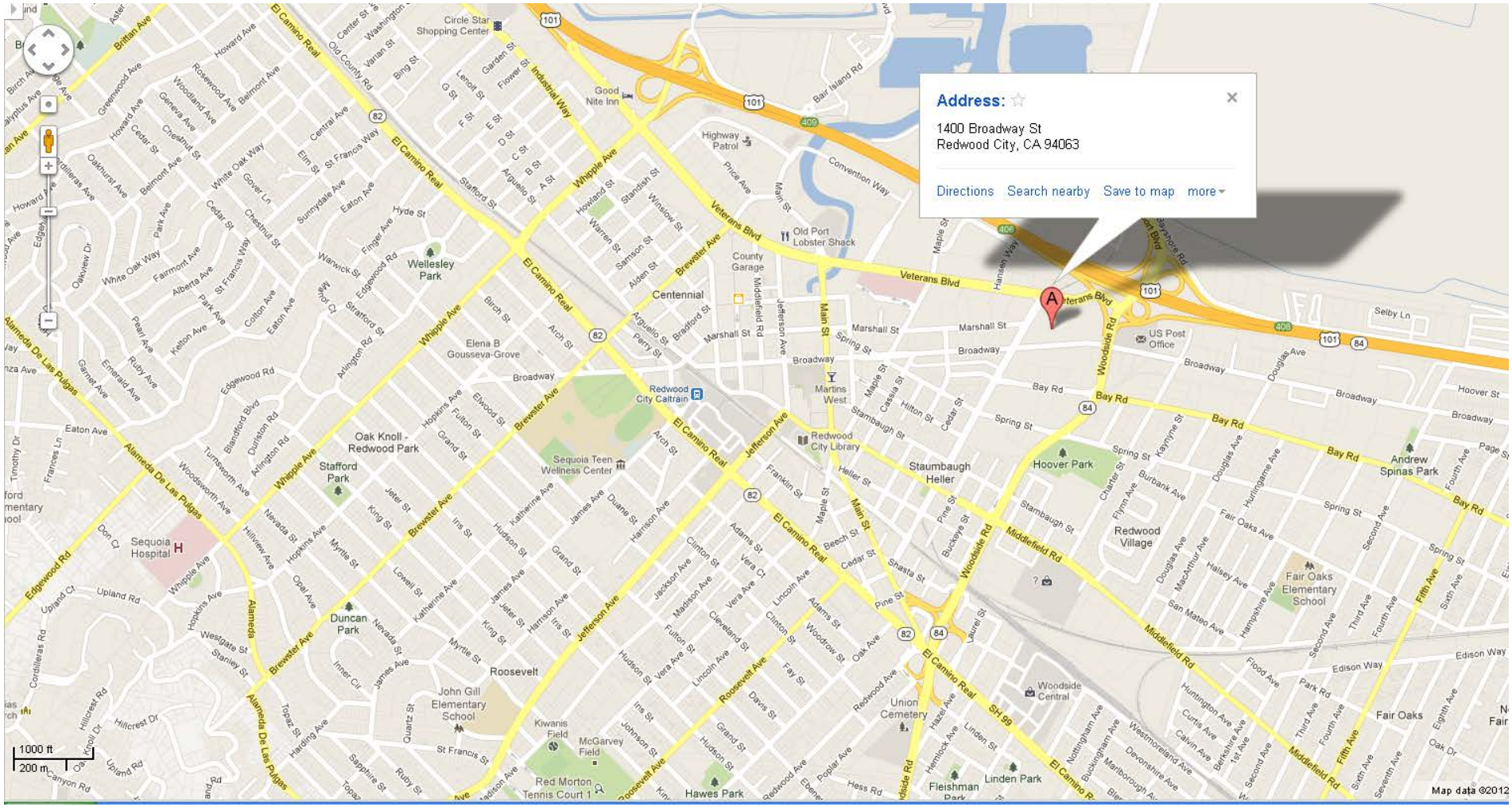
Public records that relate to any item on the agenda for a regular NPDES Technical Advisory Committee (TAC) meeting are available for public inspection. Those records that are distributed less than 72 hours prior to the meeting are available for public inspection at the same time they are distributed to all members, or a majority of the members of the TAC. The TAC has designated C/CAG's office at 555 County Center, 5th Floor, Redwood City, for purpose of making those public records available for inspection. The documents are also available on the Countywide Program's website at www.flowstobay.org, and C/CAG's website, at the link for agendas for upcoming meetings. The website is: http;//www.ccag.ca.gov.

SAN MATEO COUNTYWIDE
Water Pollution Prevention Program
Clean Water. Healthy Community.

This agenda was finalized on November 16, 2012

Web Site: www.flowstobay.org

MEETING LOCATION
Municipal Services Center, 1400 Broadway, Redwood City



A Program of the City/County Association of Governments of San Mateo County (C/CAG)
555 County Center, Redwood City, CA 94063. Telephone 650.599.1406. Fax 650.361.8227.

SAN MATEO COUNTYWIDE
Water Pollution Prevention Program
Clean Water. Healthy Community.

November 14, 2012

Upcoming Meetings, Work Shops, Trainings, etc. for Each Countywide Program Component

- Technical Advisory Committee – usually meets 10:00 am to noon, third Tuesday of most months, location varies. December meeting will likely be cancelled and the next meeting held January 15.

- New Development – subcommittee usually meets 1:30 to 3:30 pm, first Tuesday of every other month. Next meeting is December 4 at Redwood Shores Library at 399 Marine Parkway in Redwood City.

- Public Information/Participation – subcommittee usually meets 10:00 am to noon, second Tuesday of every other month. Next meeting is January 8 at Belmont City Hall.

- Municipal Maintenance – subcommittee usually meets noon to 1:00 pm ($10.00 lunch), fourth Wednesday of the month, quarterly. Next meeting is January 23.

- Parks Maintenance and Integrated Pest Management – work group usually meets 1:30 to 3:00 pm, fourth Tuesday of the month, approximately three times per year. Next meeting will be in early January (earlier in the month than usual to allow time to plan for the February Landscape IPM Workshop).

- Trash Control – work group usually meets 9:30 am to noon, fourth Wednesday of the month, quarterly. Next meeting will be November 28, 10 am to noon.

- Commercial/Industrial/Illicit Discharge Control – subcommittee usually meets 1:00 to 2:30 pm, third Wednesday of the month, quarterly. Next meeting is December 19 at San Mateo County Environmental Health's offices, 2000 Alameda de las Pulgas, City of San Mateo (the training workgroup will meet from noon to 1:00 pm the same day and location).

- Water Utility Training – there are no further meetings planned for this ad hoc work group. A training work shop was held November 13.

- Watershed Assessment and Monitoring – subcommittee usually meets 10:00 am to noon, second Thursday of the month, approximately three times per year. The subcommittee met in November and the next meeting will be held on a date TBD in 2013 at San Mateo County Environmental Health's offices, 2000 Alameda de las Pulgas, San Mateo.

2012 NPDES TAC Attendance Record			Month											
AGENCY AND NAME	Telephone #	Email Address	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
SMCWPPP/ CCAG														
Matt Fabry	599-1419	mfabry@co.sanmateo.ca.us	X	X	X	X	X	X		X	X			
Richard Napier	599-1420	rnapier@co.sanmateo.ca.us		X		X	X				X			
Sandy Wong	599-1409	slwong@co.sanmateo.ca.us								X				
EOA, Inc.														
Jon Konnan	510 832-2852 x111	jkonnan@eoainc.com	X	X	X	X	X	X		X	X			
Adam Olivieri	510-832-2852x115	awo@eoainc.com												
Regional Board														
Sue Ma	510-622-2386	sma@waterboards.ca.gov												
Selina Louie	510-622-2383	slouie@waterboards.ca.gov												
Atherton														
Steve Tyler	752-0570	styler@ci.atherton.ca.us					X	X		X				
Belmont														
Gilbert Yau	595-7425	gyau@belmont.gov												
Leticia Alvarez	595-7469	lalvarez@belmont.gov	X		X		X			X	X			
Dalia Corpus	595-7468	dcorpus@belmont.gov												
Brisbane														
Randy Breault	415-508-2130	rbreault@ci.brisbane.ca.us	X				X				X			
Karen Kinser	415-508-2133	kkinser@ci.brisbane.ca.us												
Shelley Romriell	415-508-2128	sromriell@ci.brisbane.ca.us		X		X		X						
Burlingame														
Victor Voong	558-7230	vvoong@burlingame.org	X	X	X	X	X	X		X	X			
Eva Justimbaste		eva.justimbaste@veoliawaterna.com					X	X						
Steve Daldrup		stephen.daldrup@veoliawaterna.com			X	X	X	X		X				
Colma														
Muneer Ahmed	757-8888	muneer.ahmed@colma.ca.gov	X		X		X			X				
Brad Donohue				X		X		X			X			
Saied Mostafavi							X							
Daly City														
Cynthia Royer	991-8203	croyer@dalycity.org	X				X	X		X	X			
Jesse Myott	991-8054	jmyott@dalycity.org		X	X						X			
East Palo Alto														
Michelle Daher	853-3165	mdaher@cityofepa.org	X	X	X	X	X	X						
Foster City														
Norm Dorais	286-3279	ndorais@fostercity.org		X	X		X	X		X	X			
Mike McElligott	286-8140	mmcelligott@fostercity.org												
Half Moon Bay														
Muneer Ahmed		muneer@csgengr.com	X		X		X			X				
Brad Donohue				X		X								
Laura Snideman								X			X			
Hillsborough														
Dave Bishop	375-7588	dbishop@hillsborough.net	X											
Jen Chen	375-7488	jchen@hillsborough.net									X			
Catherine Chan		cchan@hillsborough.net	X		X		X	X		X	X			
Menlo Park														
Rebecca Fotu	330-6765	rlfotu@menlopark.org	X	X	X	X	X	X		X	X			

* January meeting held via conference call

2012 NPDES TAC Attendance Record			Month											
AGENCY AND NAME	Telephone #	Email Address	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Millbrae														
Khee Lim	259-2347	klim@ci.millbrae.ca.us	X					X		X	X			
Anthony Riddell	259-2337	ariddell@ci.millbrae.ca.us												
Kelly O'Dea	259-2448	kodea@ci.millbrae.ca.us			X	X								
Pacifica														
Raymund Donguines	738-3768	donguinesr@ci.pacifica.ca.us	X	X	X	X	X	X		X	X			
Elizabeth Claycomb	738-7361	claycombe@ci.pacifica.ca.us												
Portola Valley														
Howard Young	851-1700x214	hyoung@portolavalley.net		X						X				
Redwood City														
Marilyn Harang	780-7477	mharang@redwoodcity.org	X	X		X								
Peter Vorametsanti				X		X								
Harry Kwong	650-780-7473					X								
Terence Kyaw	780-7466	tkyaw@redwoodcity.org								X	X			
San Bruno														
Gino Quinn	616-7169	gquinn@sanbruno.ca.gov						X		X	X			
Joseph Cervantes	616-7068	jcervantes@sanbruno.ca.gov								X	X			
Klara Fabry										X				
San Carlos														
Ray Chan		rchan@cityofsancarlos.org												
Jay Walter		jwalter@cityofsancarlos.org												
San Mateo, City														
Shelli St. Clair	522-7342	sstclair@cityofsanmateo.org	X	X	X		X	X		X				
Debra Bickel	522-7343	dbickel@cityofsanmateo.org								X	X			
San Mateo, County														
Dermot Casey	372-6257	djcasey@co.sanmateo.ca.us		X	X	X	X	X		X				
Julie Casagrande	599-1457	jcasagrande@co.sanmateo.ca.us	X	X		X	X	X		X	X			
Mary Bell Austin	372-6259	maustin@co.sanmateo.ca.us												
Tim Swillinger	372-6245	tswillinger@co.sanmateo.ca.us												
Carole Foster		cfoster@smcgov.org			X									
So. San Francisco														
Cassie Prudhel	829-3840	cassie.prudhel@ssf.net	X	X				X		X	X			
Rob Lecel	829-3882	rob.lecel@ssf.net			X	X	X							
Woodside														
Gratien Etchebehere	851-6790	getchebehere@woodsidetown.org					X							
Dong Nguyen	851-6790	dnguyen@woodsidetown.org			X	X		X			X			
Caltrans														
John Michels	510-622-5996	jmichels@caltrans.ca.gov					X							
Karen Mai		kmai@caltrans.ca.gov					X							
Guests/Public														
Geoff Brosseau, CASQA		geoff@brosseau.us									X			
Elise Sbarbori, TEC Accutite	650-616-1214	esbarbori@tecaccutite.com									X			
Attendance			18	19	19	19	25	22	0	25	25	0	0	0

* January meeting held via conference call

SAN MATEO COUNTYWIDE
Water Pollution Prevention Program
Clean Water. Healthy Community.

NPDES Technical Advisory Committee
Agenda Report

Date: November 20, 2012
Item: 3
From: Matthew Fabry, Program Coordinator
Subject: Approval – NPDES TAC meeting minutes – September 11, 2012

Summary
The attached minutes were recorded from notes taken at the subject meeting.

Recommendation
Approve September 11, 2012 NPDES Technical Advisory Committee meeting minutes as drafted.

Discussion
None.

Attachments
Draft Minutes from September 11, 2012 NPDES Technical Advisory Committee Meeting

SAN MATEO COUNTYWIDE
Water Pollution Prevention Program
Clean Water. Healthy Community.

NPDES Stormwater
Technical Advisory Committee (TAC)
REPORT OF MEETING

TUESDAY, SEPTEMBER 11, 2012
10:00 to NOON
CITY OF DALY CITY

1. **INTRODUCTIONS, ANNOUNCEMENTS, AND AGENDA REVISIONS** Self-introductions were made. Matt Fabry, Program Coordinator, provided various announcements, including: 1) there will be a public workshop at the State Water Resources Control Board regarding Receiving Water Limitations language in municipal stormwater permits; 2) Bruce Wolfe, Regional Board Executive Officer, will be attending the September 21 San Mateo City Managers' Association meeting; 3) There will be a San Mateo/Santa Clara Watershed Summit at Foothill College on September 22 at which the Countywide Program will host a booth and staff will participate in breakout sessions; 4) There will be a full day of stormwater topics at the Feb 25-27 P3S Conference in Napa; 5) Proposals for technical services to support a countywide funding initiative are due by noon on September 14; 6) Coastal Cleanup Day is September 15.

2. **PUBLIC COMMENT -** NONE

3. **ADOPTION OF MEETING MINUTES -** The August minutes were adopted as written.

4. **REGULAR AGENDA**
   - **A. ANNUAL UPDATE ON CALIFORNIA STORMWATER QUALITY ASSOCIATION –** Geoff Brosseau, Executive Director for CASQA, provided an update on CASQA's accomplishments and ongoing role in assisting municipal stormwater permittees on a range of issues. It was noted that all San Mateo municipalities can take advantage of the Countywide Program's CASQA membership. Matt currently serves on the CASQA Board of Directors. The annual conference will be in November in San Diego. Current efforts/benefits include:
     - Working to develop a limited Joint Powers Authority with the State Water Resources Control Board to facilitate moving funds from the state to CASQA for development of products such as handbooks.
     - Working with stakeholders and regulators on receiving water language in municipal stormwater permits, statewide consistency among municipal permits, and three major general permits - Phase II municipal, Industrial, and Construction.
     - CASQA continues to administer the QSD/QSP certification programs for the Construction General Permit.
     - Construction site web portal – The Countywide Program is considering buying a group subscription so that all municipalities can access.
     - CASQA is increasingly offering web casts of its quarterly meetings and portions of the annual conference.
   - **B. BASMAA REGIONAL SUPPLEMENTS TO ANNUAL REPORTS –** Authorization to submit the BASMAA Regional Supplements to municipal annual reports was provided at the meeting or via email (prior or subsequent to the meeting) by duly authorized representatives for all jurisdictions.

C. **UPDATE ON TRASH ISSUES –** The Regional Board is including an "information item" on trash during its September monthly meeting (September 12), including an update on the regional studies (proposed baseline generation rates and crediting methodologies for controls), local municipal trash control plans, and Regional Board staff comments on these items. BASMAA requested postponement of this item because many key BASMAA people are unavailable that day but Regional Board staff was not willing to postpone. It is anticipated that representatives from the plastics industry and entities such as Save the Bay will be present and BASMAA will have some limited presence. Matt will forward the agenda report on this item to the TAC.

D. **SAN PEDRO CREEK AND PACIFICA STATE BEACH TOTAL MAXIMUM DAILY LOAD -** The group discussed the Regional Board's efforts to develop a bacteria TMDL for San Pedro Creek and Pacifica State Beach. This TMDL mainly impacts Pacifica, with the County of San Mateo potentially impacted to a lesser extent. A draft staff report and proposed Basin Plan amendment have been released and comments are due on October 8. The Regional Board will hold a hearing to consider adoption of the TMDL on November 14. Jon Konnan will review the draft materials and work with Matt to make recommendations to the group regarding what role, if any, the Countywide Program should play in this regulatory action.

E. **STRATEGIC PLANNING FOR PROGRAM IMPROVEMENT -** The group continued the ongoing discussion regarding strategic planning for improvement of the Countywide Program. A focus of today's discussion was EOA's review of draft individual municipal Annual Reports. This is the first time that this review has been conducted. Jon reported that to-date about two-thirds of municipalities had submitted draft Annual Reports to EOA for review. Though there was considerable variation across municipalities, EOA provided a substantial amount of feedback for most sections of the Annual Reports. Jon noted that the overall response to the review opportunity and the effort to follow-up to EOA's comments were very good, indicating that municipalities are serious about improving implementation of permit requirements and documentation in their Annual Reports.

5. **BASMAA/CASQA UPDATES –** Nothing additional was provided beyond the Annual CASQA update.

6. **EXECUTIVE DIRECTOR'S REPORT –** Rich Napier confirmed his upcoming retirement at the end of November/early December.

7. **SUBCOMMITTEE AND WORKGROUP REPORTS**
   Attendees were referred to subcommittee reports in the agenda packet for updates.
   - **A. PUBLIC INFORMATION/PARTICIPATION**
   - **B. COMMERCIAL/INDUSTRIAL AND ILLICIT DISCHARGE**
   - **C. NEW DEVELOPMENT**
   - **D. MUNICIPAL MAINTENANCE ACTIVITIES**
     1) **MUNICIPAL MAINTENANCE SUBCOMMITTEE**
     2) **PARKS MAINTENANCE & IPM WORKGROUP**
     3) **WATER UTILITY WORK GROUP**
   - **E. TRASH SUBCOMMITTEE**
   - **F. WATERSHED ASSESSMENT AND MONITORING**

8. **NEXT MEETING**
The October TAC meeting is scheduled for the 16th in Atherton, pending sufficient action items.

MEETING ADJOURNED

SAN MATEO COUNTYWIDE
Water Pollution Prevention Program
Clean Water. Healthy Community.

NPDES Technical Advisory Committee
Agenda Report

Date: November 20, 2012
Item: 4A
From: Matthew Fabry, Program Coordinator
Subject: **APPROVAL** – Bay Area Stormwater Agencies Association Site Design Fact Sheets

Summary

The Bay Area Stormwater Management Agencies Association (BASMAA) Site Design Fact Sheets were developed to meet Municipal Regional Permit (MRP) requirements in Provision C.3.i. Since these are regional compliance documents and per the Countywide Program's Certification Procedures, "duly authorized representatives" from each jurisdiction need to authorize Countywide Program Coordinator Fabry or C/CAG Executive Director Napier to authorize BASMAA to submit the documents on behalf of San Mateo County permittees.

Recommendation

Duly authorized representatives authorize Program Coordinator Fabry to authorize BASMAA to submit the Site Design Fact Sheets on behalf of their jurisdictions.

Discussion

Provision C.3.i requires permittees, starting December 1, 2012, to require all development projects that create and/or replace between 2,500 and 10,000 square feet of impervious surface and detached single-family home projects that create and or replace 2,500 square feet or more of impervious surface to install one or more of the following site design measures:

- Direct roof runoff into cisterns or rain barrels for reuse;
- Direct roof runoff onto vegetated areas;
- Direct runoff from sidewalks, walkways, and/or patios onto vegetated areas;
- Direct runoff from driveways and/or uncovered parking lots onto vegetated areas;
- Construct sidewalks, walkways, and/or patios with permeable surfaces;
- Construct bike lanes, driveways, and/or uncovered parking lots with permeable surfaces;

Provision C.3.i.iv further requires development of standard specifications for lot-scale site design and treatment measures (e.g., for roof runoff and paved areas) as a resource for single family homes and small development projects, with a report containing the standard specifications required to be submitted to the Regional Board by December 1, 2012. As such, BASMAA developed four Site Design Fact Sheets to fulfill this requirement, covering the Landscape Dispersion of Runoff, Pervious Paving, Rain Barrels, and Rain Gardens. Multiple opportunities to review and comment on these fact sheets were provided to representatives on the Countywide Program's New Development Subcommittee, in addition to review and comment at the regional level through BASMAA's Development Committee. Final fact sheets were emailed to municipalities for use via New Development Subcommittee representatives and are also posted on the Countywide Program's website at www.flowstobay.org/bs_new_development.php.

LANDSCAPE DESIGNS FOR STORMWATER MANAGEMENT

Stormwater Control for Small Projects

Bay Area Stormwater Management Agencies Association

Dry creek infiltrates and conveys runoff.

Designing landscaped areas to soak up rainfall runoff from building roofs and paved areas helps protect water quality in local creeks and waterways. These landscape designs reduce polluted runoff and help prevent creek erosion.

As the runoff flows over vegetation and soil in the landscaped area, the water percolates into the ground and pollutants are filtered out or broken down by the soil and plants.

This fact sheet shows how you can design your landscape to absorb runoff from impervious surfaces, such as roofs, patios, driveways, and sidewalks, with landscape designs that can be very attractive.

If you are interested in capturing and storing water for irrigation use, see the Rain Barrel fact sheet in this series.

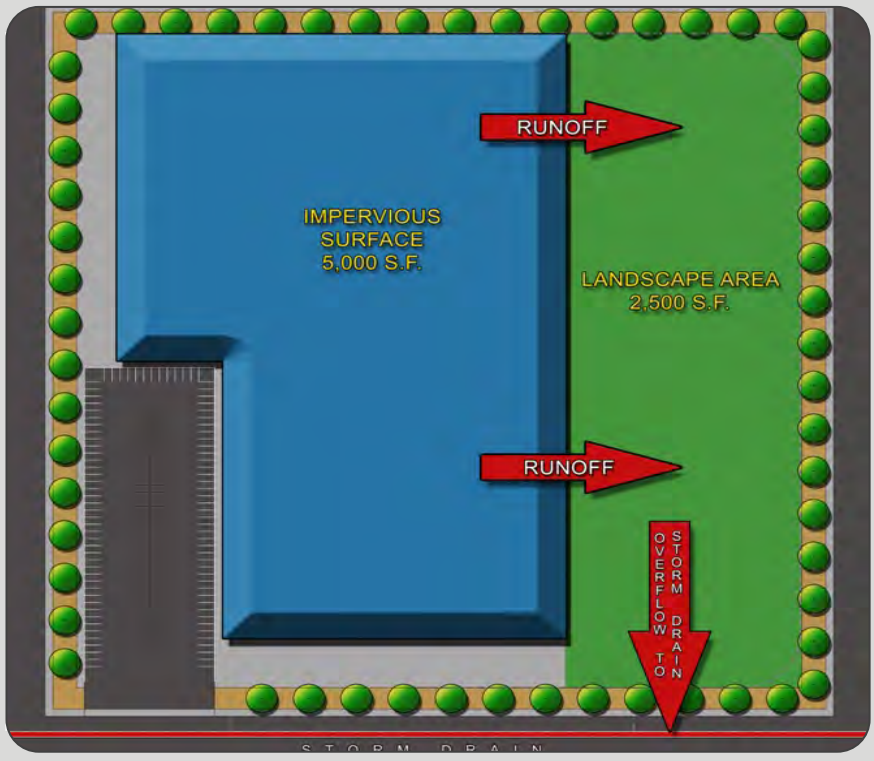
Can My Project Manage Stormwater in the Landscape?

Directing stormwater runoff to the landscape is suitable for sites with the following conditions:

- Roofs, driveways, parking areas, patios, and walkways that can drain to an existing landscape, or an area that may be converted to landscape.
- Areas of landscape with a slope of 5% or less are preferred; check with the municipality regarding requirements for steeper sites.
- Works best in well-drained soil; soil amendments may be used in areas with poor drainage.
- Landscaped areas that total at least 1/2 the size of the impervious area draining to it.
- Direct runoff away from building foundations.
- Runoff should not create ponding around trees and plants that won't tolerate wet conditions.

How Do I Size My Landscape?

The landscaped area should be 50% of the size of the contributing impervious surface. For example (see below), to manage runoff from a 5,000 square foot roof or paved surface, you should have 2,500 square feet of landscaping.

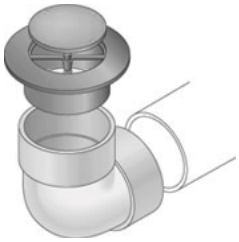


Techniques to Manage Stormwater in Landscaping

Direct Roof Runoff to Landscape

- Use additional piping to connect the downspout to the landscape if needed.
- Direct runoff away from building foundation.
- Prevent erosion by installing:
  - Splash blocks,
  - Rain chains,
  - Gravel area under a gutterless roof,
  - Pop-up drainage emitter connected to a pipe that carries runoff away from the foundation, or
  - Other energy dissipation technique.

Splash block

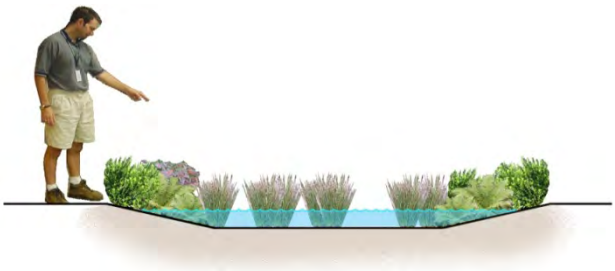


Pop-up emitter

Gravel area under a gutterless roof

Rain chain

Swales or Dry Creeks



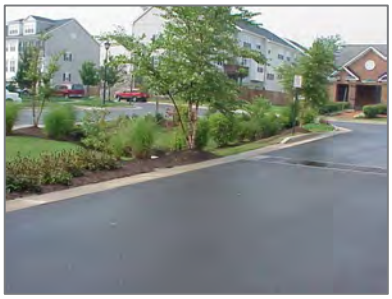
Cross section

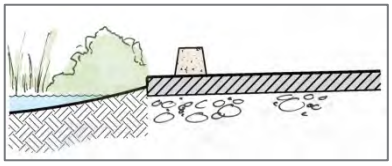
Swales and dry creeks are narrow, linear depressions designed to capture and convey water. Swales imitate a natural creek's ability to slow, infiltrate, and filter stormwater. To install a swale follow these steps:

- Excavate a narrow linear depression that slopes down to provide a flow path for runoff. The path length (10 to 15 feet or more) should meander to slow water and prevent erosion.
- Use plants from creek and river ecosystems to help reduce erosion and increase evaporation of runoff.
- The end of the swale requires an outlet for high flows (another landscaped area or a yard drain). Talk to municipal staff to identify an appropriate discharge location.
- Contact municipal staff for a local list of plants suitable for swales.

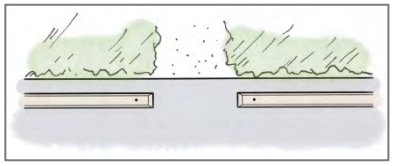
Techniques to Manage Stormwater in Landscaping

Direct Parking Lot Runoff to Landscape





Cross section



View from above

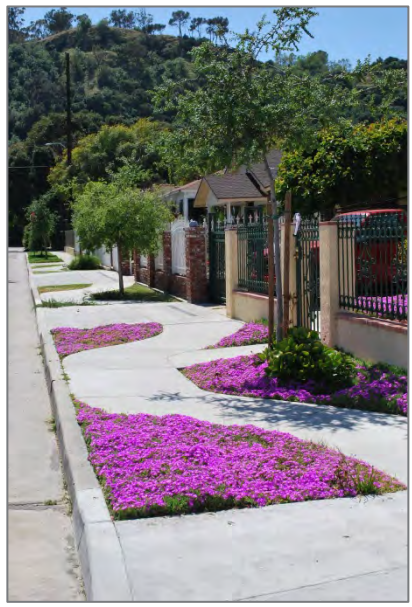
During storms, parking lots generate large amounts of runoff, which picks up oils, grease, and metals from vehicles. Landscaped areas can be designed to absorb and filter this runoff.

- Landscaped areas must be below the paved elevation. Allow an elevation change of 4 to 6 inches between the pavement and the soil, so that vegetation or mulch build-up does not block the flow.
- Grade the paved area to direct runoff towards the landscaping.
- If possible, provide a long path for runoff to infiltrate (while meeting the landscaped area sizing on page 1).
- Provide multiple access points for runoff to enter the landscape. Install curb cuts or separate wheel stops for the water to flow through. Provide cobbles or other permanent erosion control at points of concentrated flow.

Manage Runoff from Driveways/Small Paved Areas

Driveways, sidewalks, patios, walkways, and other small paved areas can offer creative opportunities to drain runoff to landscaping.

- Install landscape adjacent to the paved surface, and grade the paved area so runoff flows toward the landscaping.
- Landscaped areas must be below the paved elevation. Allow an elevation change of 4 to 6 inches between the pavement and the soil, so that vegetation or mulch build-up does not block the flow.
- Install cobbles or rocks where runoff enters the landscape to avoid erosion.
- Use sizing ratio described on page 1.
- Use drought-tolerant native or climate-adapted plants to reduce irrigation.



Design Checklist

- ❑ Maximize the use of landscaping and natural areas that already exist. Try to design new landscapes immediately adjacent to impervious surfaces.
- ❑ Water should flow evenly (without concentrating runoff into small streams) from the impervious surface to the landscape; this will maximize the filtration and settling of sediment and pollutants and prevent erosion. The design should avoid allowing straight channels and streams to form.
- ❑ Amend soils to improve drainage, when necessary.
- ❑ If the project is located next to standard asphalt or concrete pavement, and there is concern about water undermining the pavement, include a water barrier in the design.
- ❑ Use curb cuts to create places where water can flow through to the landscape.
- ❑ Disconnect roof downspouts and redirect flow to adjacent landscapes. Disconnected downspout systems should incorporate a splash block to slow the runoff flow rate; a landscape flow path length of 10 to 15 feet is recommended.
- ❑ Use drought-tolerant native or climate-adapted plant species whenever possible. Avoid invasive or pest species. A list of invasive species may be found at the California Invasive Plant Council website (www.cal-ipc.org). Contact municipal staff for a list of plants suitable for stormwater management areas.
- ❑ Design the landscape area so that overflow from large storms discharges to another landscaped area or the storm drain system to prevent flooding.

Maintain Your Landscape

The following practices will help maintain your landscape to keep it attractive and managing stormwater runoff effectively.

- ❑ During dry months, irrigate during the first year to encourage root growth and establish the plants. In subsequent years, irrigate as needed by the plant species to maintain plant health.
- ❑ Repair signs of erosion immediately and prevent further erosion by reinforcing the surrounding area with ground cover or using rocks for energy dissipation.
- ❑ If standing water remains in the landscaped area for more than 4 days, use soil amendments to improve infiltration.
- ❑ Inspect the locations where water flows into a landscaped area from adjacent pavement to ensure that there is positive flow into the landscape, and vegetation or debris does not block the entrance point.

The City of Los Angeles and Geosyntec Consultants are acknowledged for providing text, formatting and various images used in this fact sheet. The Sonoma Valley Groundwater Management Program, San Mateo Countywide Water Pollution Prevention Program, City of San Jose, Sacramento Stormwater Quality Partnership, and the Purissima Hills Water District are acknowledged for images used in the fact sheet.

PERVIOUS PAVEMENT

Stormwater Control for Small Projects

Bay Area Stormwater Management Agencies Association

Permeable Interlocking Concrete Pavers

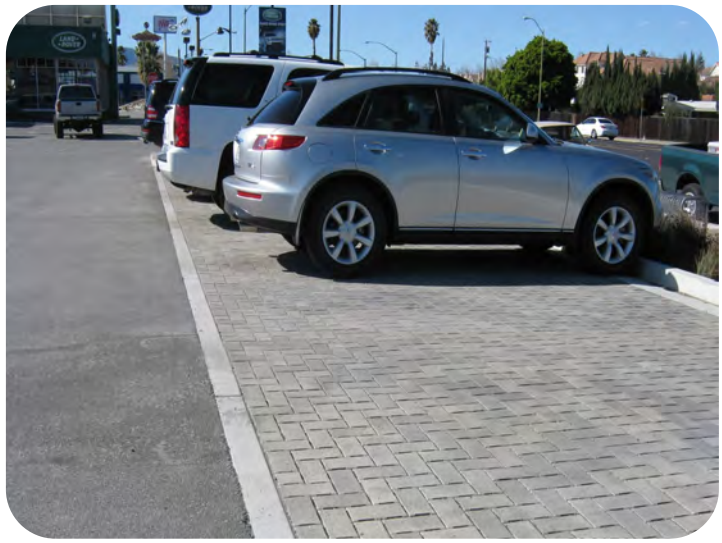
Pervious pavement, also referred to as permeable pavement, contains pores or separation joints that allow water to flow through and seep into a base material (typically gravel or drain rock). Types of pervious pavement include porous asphalt and concrete, open joint pavers, interlocking concrete or permeable pavers, and plastic or concrete grid systems with gravel-filled voids.

Pervious pavement systems allow infiltration of stormwater into soils, thereby reducing runoff and the amount of pollutants that enter creeks, San Francisco Bay, the Pacific Ocean, and other water bodies. This improves water quality, helps reduce creek erosion, and can facilitate groundwater recharge. Pervious pavement is available in many different types that offer environmentally-friendly and aesthetically pleasing options for driveways, walkways, parking areas, and patios.

Is Pervious Pavement Feasible for My Project?

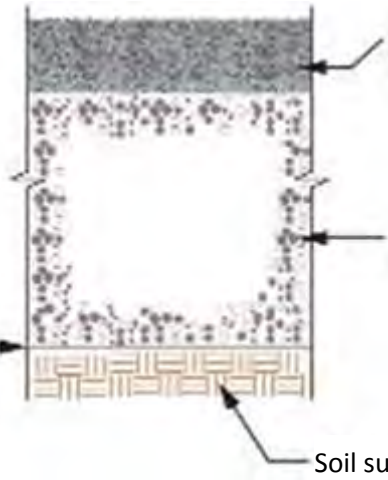
Pervious pavement is appropriate in locations with the following characteristics:

- The location is flat or nearly flat (a maximum 2% slope).
- The location is not in a seasonally wet area.
- The location is not close to a building foundation, unless measures are taken to prevent infiltration under the structure. (See Design Checklist.)

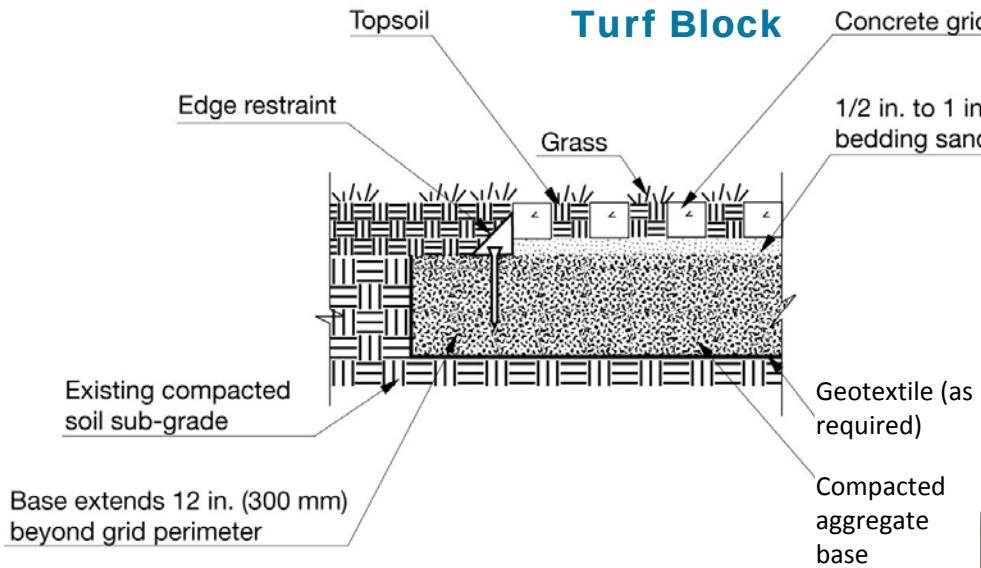


Typical Materials and Example Applications

Pervious Concrete

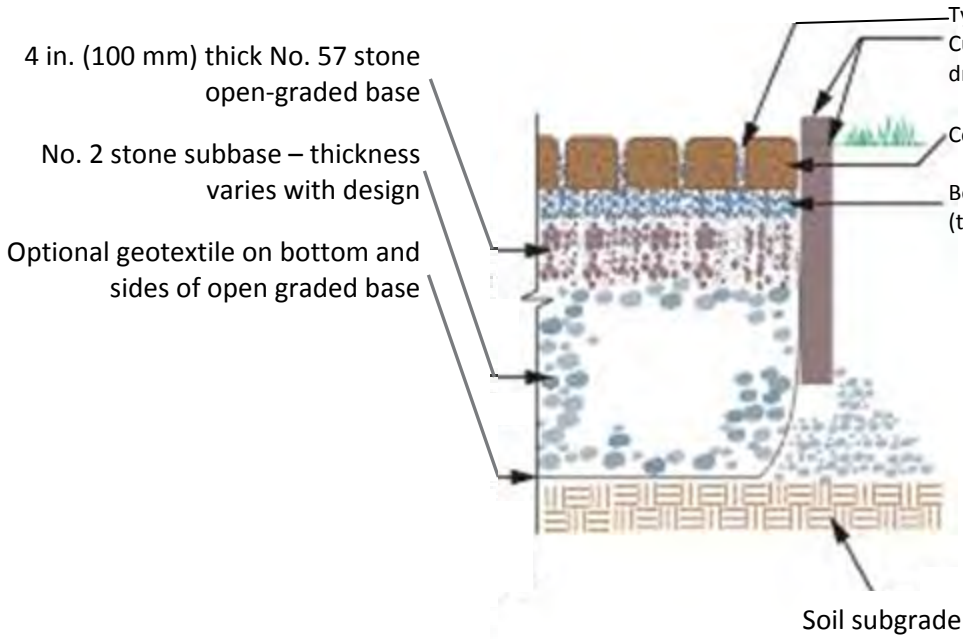


Turf Block



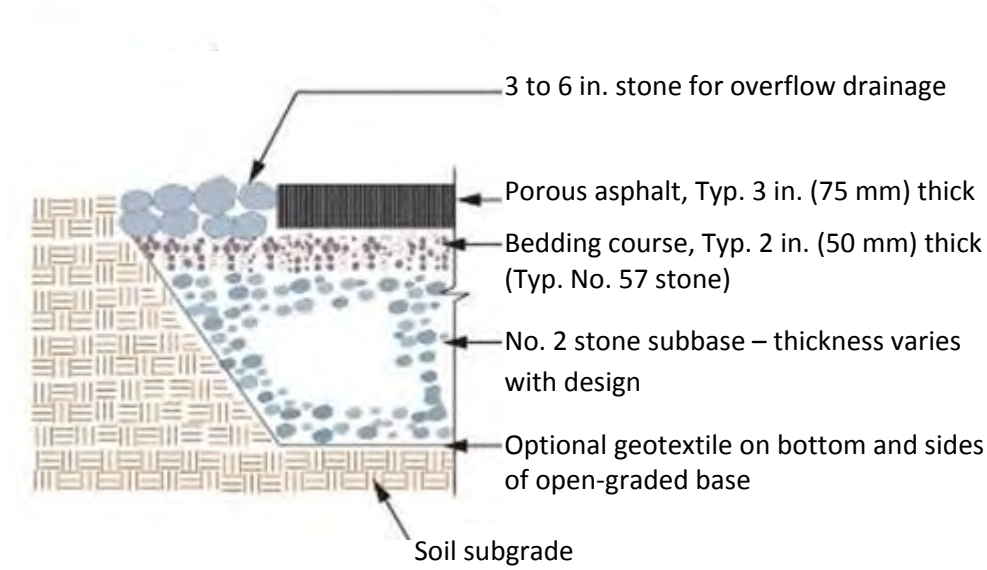
Typical Materials and Example Applications

Permeable Interlocking Concrete Pavers



Note: ASTM No. 3 or 4 stone may be substituted for No. 2 stone.
ASTM No. 89 or 9 stone may be used in the paver openings.

Porous Asphalt



Note: ASTM No. 3 or 4 stone may be substituted for No. 2 stone.
ASTM No. 89 or 9 stone may be used in the paver openings.

Design Checklist

When installing pervious pavement, the following design criteria should be considered.

- ❑ An open-graded base of crushed stone, which has 35 to 45 percent pore space, is installed below the surface pavement. The recommended base thickness is 6 inches for pedestrian use and 10 inches for driveways to provide adequate structural strength.
- ❑ Slope is flat or nearly flat (not greater than 2 percent).
- ❑ Flow directed to pervious pavement is dispersed so as not to be concentrated at a small area of pavement.
- ❑ No erodible areas drain onto the pavement.
- ❑ The subgrade is uniform and compaction is the minimum required for structural stability.
- ❑ If a subdrain is provided, its outlet elevation is a minimum of 3 inches above the bottom of the base course.
- ❑ A rigid edge is provided to retain granular pavements and unit pavers.
- ❑ If paving is close to a building, a barrier or impermeable liner may be required to keep water away from the building foundation.
- ❑ Pavers have a minimum thickness of 80 mm (3 1/8 inches) and are set in sand or gravel with minimum 3/8-inch gaps between pavers.
- ❑ Proprietary products must be installed per the manufacturer's specifications.
- ❑ The project complies with applicable sections of the current municipal code, including disabled access requirements and site drainage requirements, if applicable.

Maintenance Considerations

Once pervious pavement is installed, the following maintenance criteria should be followed:

- ❑ The use of leaf blowers on permeable pavement can force dirt and debris into pavement void spaces. Avoid blowing leaves, grass trimmings and other debris across permeable pavement.
- ❑ Remove weeds from pavement and replace missing sand or gravel between pavers as needed.
- ❑ Inspect subdrain outlets (if applicable) yearly to verify they are not blocked.
- ❑ Inspect pavement after rains for ponding or other visible problems. If there are problems with standing water, vacuum sweeping with specialized equipment may be required. Concrete grid pavers do not require sweeping.

Open Joint Pavers

The City of Los Angeles and Geosyntec Consultants are acknowledged for providing text, formatting and various images used in this fact sheet. The Interlocking Concrete Pavement Institute is acknowledged for contributing pavement sections, design details and specifications. The San Mateo Countywide Water Pollution Prevention Program, Santa Clara Valley Urban Runoff Pollution Prevention Program, and City of San Jose are acknowledged for images used in the fact sheet.

RAIN BARRELS AND CISTERNS

Stormwater Control for Small Projects

Bay Area Stormwater Management Agencies Association

Daisy chained system of 205-gallon rain barrels
Courtesy of The City of Oakland

Rain barrels and cisterns can be installed to capture stormwater runoff from rooftops and store it for later use. They are low-cost systems that will allow you to supplement your water supply with a sustainable source and help preserve local watersheds by detaining rainfall.

Collected rainwater may be used for landscape irrigation. Subject to permitting requirements, harvested rainwater may be allowed for toilet flushing; contact municipal staff for more information. Capturing even a small amount of your roof runoff will have environmental benefits because it will reduce the quantity and speed of stormwater runoff flowing to local creeks.

Rain barrels typically store between 50 and 200 gallons. They require very little space and can be connected or "daisy chained" to increase total storage capacity.

Cisterns are larger storage containers that can store 200 to over 10,000 gallons. These come in many shapes, sizes, and materials, and can be installed underground to save space.

How Much Storage is Recommended?

The number of rain barrels recommended to capture runoff from a given roof (or other impervious area) is shown in the following table.

Are Rain Barrels or Cisterns Feasible for My Project?

Rain barrels and cisterns are appropriate for sites with the following characteristics:

- Roof areas that drain to downspouts.
- A level, firm surface is needed to support a rain barrel(s) or cistern to prevent shifting or falling over. A full 55-gallon rain barrel will weigh over 400 lbs.
- A landscaped area where the captured water can be used (and where it can be drained by gravity flow) should be located within a reasonable distance from the rain barrel(s).
- A landscaped area or safe path to the storm drain system that can handle overflow.

Roof or Impervious Area (sq. ft.)	Suggested Minimum Number of 55 Gallon Rain Barrels*
Up to 750	1-2
750 – 1,250	2-3
1,250 – 1,750	3-4
1,750 – 2,250**	4-5

* Or equivalent capture using larger rain barrels or a cistern.
** To harvest rainwater from an area greater than 2,250 sq. ft. install 1 additional rain barrel per each additional 500 sq. ft.

Components of a Rainwater Harvesting System

Roofing Materials

Wood shingle roof
Courtesy of Gutter Glove

Technically, any impervious surface can be used for harvesting rainwater; however, the surface materials will affect the quality of captured rainwater, which has implications for the recommended uses.

Although it is technically possible to harvest runoff from parking lots, patios, and walkways, it is more difficult since a subterranean cistern or a pump is usually needed to move the water into an above-ground rain barrel or cistern. Also, there are typically greater levels of debris and contaminants that must be filtered out of the runoff before it enters the storage system. Due to these complexities, it is more common to harvest rainwater from rooftops, which is the focus of this fact sheet.

When designing your system, consider the roofing material on the building.

- If you have asphalt or wooden shingles, use the harvested rainwater only for non-edible landscapes, unless the water is treated first. Petroleum or other chemicals from these roofing materials can leach into the rain water.
- Roofs with cement, clay, or metal surfaces are ideal for harvesting water for a wide variety of uses.

Gutters and Downspouts

Properly sized and maintained gutters and downspouts are essential to a rainwater harvesting system.

- Strategically locate any new downspouts in an area where the rain barrel or cistern will be most useful.
- Consider the height of the rain barrel and the first flush device. Existing downspouts may have to be shortened to make room for the rain barrel and first flush device.
- Install a fine mesh gutter guard on gutters to keep leaves and other debris from entering and clogging the gutters. This will reduce the need for cleaning gutters and the rain barrel or cistern.
- As needed, consult a professional roofer to aid in gutter and downspout installation.

This gutter is covered by a fine mesh gutter guard to keep debris out.
Courtesy of Gutter Glove

Components of a Rainwater Harvesting System

Rain Barrel and Cistern Accessories to Keep Water Clean

First flush and downspout diverter installation
Courtesy of The City of Oakland

Various accessories to rain barrels and cisterns help protect the quality of harvested water and reduce maintenance. These accessories include "first flush" diverters, filters, and screens.

Leaves, twigs, sediment, and animal waste are common in runoff, especially at the beginning of a storm ("first flush"). This debris can result in clogging and encourage bacterial growth. A first flush diverter helps remove debris and contaminants by directing the first few gallons of runoff from the roof to landscaping, away from the rain barrel or cistern.

The following tips will help you keep the water in your system clean.

- Install a first flush diverter directly under your downspout. You may have to cut the downspout to connect the first flush diverter above the rain barrel.
- Use the same diameter pipe for the first flush diverter, the downspout, and the connector to the rain barrel. Avoid changing diameters of pipes in order to keep the system from backing up.
- Design the first flush diverter to discharge the first flush to non-edible landscaping.
- Install mosquito-proof screens under the lid of the rain barrel and inside the overflow outlet.

Foundation and Overflow

Before installing a rain barrel or cistern, prepare the site so that the system will function safely.

- Find or create a level location near the downspout on which to place the rain barrel or cistern.
- A concrete or stone paver foundation may be appropriate for smaller rain barrels. A more substantial foundation will likely be required for large cisterns.
- Secure rain barrels and cisterns to your structure with metal strapping, or anchor to the foundation, to prevent tipping in an earthquake.
- Maintain clear access to the rain barrel outlets and cleaning access points.
- Design an overflow path, so that overflow from the rain barrel(s) will discharge safely to a landscaped area, or storm drain system.
- Where possible, direct overflow to a rain garden, swale, or other landscaped area to maximize retention of rainwater onsite.
- Direct the overflow away from the rain barrel, building foundation, and neighboring properties.
- Consult with the municipality to identify overflow locations.

Large unit installed at a single family residence.
Courtesy of Stephanie Morris

Design Checklist

When installing rain barrels and cisterns, consider the following criteria unless otherwise instructed by the municipality.

- ❑ Do not use flexible piping, to prevent mosquito breeding in water that may pool in flexible pipes. If irrigating edible landscapes, consider pipes that meet FDA food grade standards.
- ❑ When designing the overflow path, remember that in heavy storms rain barrels and cisterns *will* overflow. A 1,000-sq.-ft. roof will produce about 600 gallons of runoff during a storm that has produces a depth of 1 inch of rain.
- ❑ There shall be no direct connection of any rain barrel or cistern and/or rainwater collection piping to any potable water pipe system. Rainwater systems shall be completely separate from potable water piping systems.
- ❑ Place the bottom of the barrel at a higher elevation than the landscape, to use gravity flow.
- ❑ All rain barrels and cisterns should have a screen to ensure mosquitoes cannot enter.
- ❑ Allow overflow to drain to your landscape or a rain garden. Ensure that areas receiving overflow do not have standing water for more than 48-hours.
- ❑ The low water pressure from a small rain barrel will not operate in-ground sprinkler or low-volume devices. Consider using a soaker hose.
- ❑ If using a soaker hose, remove the pressure-reducing washer to increase the water flow.
- ❑ If the water is not needed for irrigation during the rainy season, consider releasing the water to a vegetated area between storms, so the barrels will be empty to catch rain from the next storm. This will help protect your watershed by reducing the quantity and speed of water entering local creeks during storms. Install a spigot and drip tape to allow the rain barrel or cistern to slowly drain between storms. You can store the water captured towards the end of the rainy season to irrigate your garden in the dry season.
- ❑ For more information, ask municipal staff to refer you to countywide stormwater guidance.

Operation and Maintenance

After installing your rain barrel or cistern, follow these tips for long-term safety and functionality.

- ❑ Regularly check the gutters and gutter guards to make sure debris is not entering the rainwater harvesting system.
- ❑ Inspect the screens on the rain barrel or cistern prior to the wet season to make sure debris is not collecting on the surface and that there are not holes allowing mosquitoes to enter the rain barrel. Inspect screens more frequently if there are trees that drop debris on the roof.
- ❑ Clean the inside of the rain barrel once a year (preferably at the end of the dry season when the rain barrel has been fully drained) to prevent buildup of debris. If debris cannot be removed by rinsing, use vinegar or another non-toxic cleaner. Use a large scrub brush on a long stick, and avoid actually entering the rain barrel. Drain washwater to landscaping.
- ❑ Clean out debris from cisterns once a year, preferably at the end of the dry season.

Daisy-chained system
Courtesy of Acterra

The City of Los Angeles and Geosyntec Consultants are acknowledged for providing text and formatting used in this fact sheet. The City of Oakland, Acterra, Gutter Glove, and Stephanie Morris are acknowledged for images used in the fact sheet.

RAIN GARDENS

Stormwater Control for Small Projects

Bay Area Stormwater Management Agencies Association

Large Residential Rain Garden

Rain gardens are landscaped areas designed to capture and treat rainwater that runs off roof and paved surfaces. Runoff is directed toward a depression in the ground, which is planted with flood and drought-resistant plants. As the water nourishes the plants, the garden stores, evaporates, and infiltrates rainwater into the soil. The soil absorbs runoff pollutants, which are broken down over time by microorganisms and plant roots.

Rain gardens are a relatively low-cost, effective, and aesthetically pleasing way to reduce the amount of stormwater that runs off your property and washes pollutants into storm drains, local streams, and the San Francisco Bay. While protecting water quality, rain gardens also provide attractive landscaping and habitat for birds, butterflies, and other animals, especially when planted with native plants.

Is a Rain Garden Feasible for My Project?

Rain gardens are appropriate where the following site characteristics are present:

- Rain gardens should be installed at least 10 feet from building foundations. The ground adjacent to the building should slope away at a 2% minimum slope. A downspout extension or "swale" (landscaped channel) can be used to convey rain from a roof directly into a rain garden. Rain gardens can also be located downstream from a rain barrel overflow path.
- Rain gardens should be at least 3 feet from public sidewalks (or have an appropriate impermeable barrier installed), 5 feet from property lines, and in an area where potential overflow will not run onto neighboring properties.
- The site should have well-drained soil and be relatively flat. Soil amendments can improve infiltration in areas with poor drainage. Add about 3 inches of compost to any soil type and till it in to a depth of about 12 inches.
- A front or backyard can work well for a rain garden, especially in areas where the slope naturally takes the stormwater.

How Large Does My Rain Garden Need to Be?

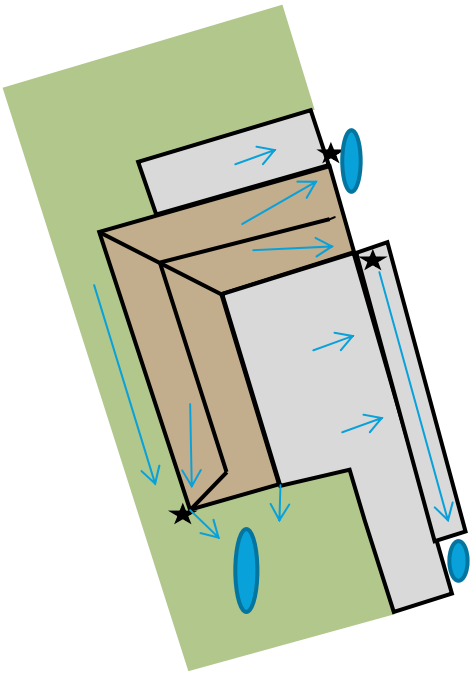
A general recommendation for a garden with a 6-inch ponding depth is to size the rain garden to approximately 4% of the contributing impervious area. Your soil type will affect how the rain garden should be sized because the water infiltration rate depends on the soil type; rain gardens should be larger in areas with slower infiltration. The following table can be used as general guidance.

Contributing Area (sq. ft.)	Rain Garden Area (sq. ft.)
500 – 700	24
701 – 900	32
901 – 1,100	40
1,101 – 1,300	48
1,301 – 1,500	56
1,501 – 2000*	70

*Projects adding roof or other impervious areas in excess of 2,000 sq. ft. should add 20 sq. ft. of rain garden surface area per every 500 sq. ft. of additional area.

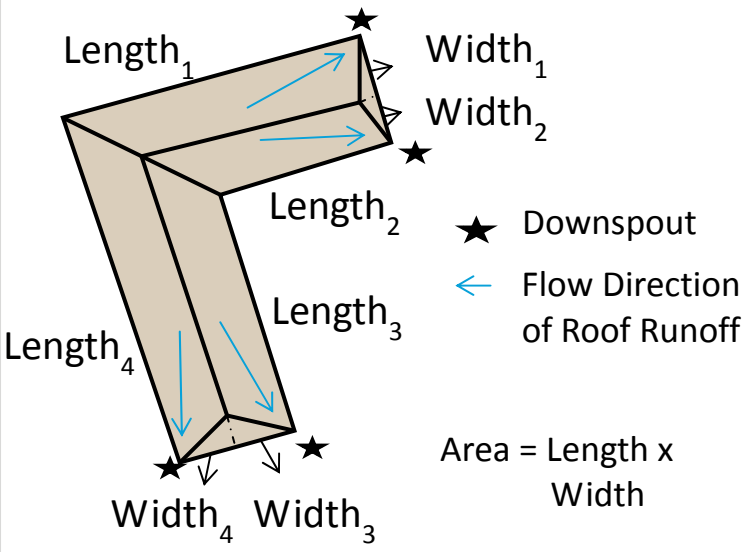
How to Plan and Install a Rain Garden

Select a Location and Plan for Overflow



- Before choosing the location of your rain garden, observe how rainwater is distributed across your home and yard. The ideal rain garden location is a flat or gently sloped area and is down slope from a runoff source.
- Site your garden at least 10 feet away from any structures (unless an impermeable barrier is used) and 5 feet from property lines.
- Avoid siting your garden over underground utilities and septic systems, near large trees, or next to a creek, stream or other water body.
- Your rain garden will overflow in large storms. Therefore, all garden designs should include an overflow system. One option is to build the perimeter of the garden so that it is perfectly level and to allow water to gently spill over the top during large storms. Another option is to build in a spillway that connects to another landscaped area, or the storm drain system.

Plan the Size of Your Rain Garden

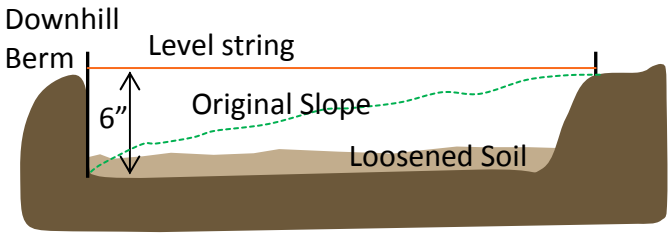


- Once you have determined where your garden will be sited, look at the surrounding area and identify which surfaces will contribute runoff to the garden. Is it all or just a part of the roof, patio, or driveway?
- Estimate the roof area by measuring the length and width of the building foundation and adding a few inches for the overhang. Multiply the length times the width to determine the contributing area. Once you have calculated the area of each contributing surface, add them up to obtain the total contributing area.
- Refer to the chart on page 1 to identify the size of the rain garden you will need to manage runoff from the contributing area.

If you do not have the space, budget, or interest in building a garden of this size, you may consider capturing some of your roof runoff in rain barrels to reduce the amount of runoff, or discharge the overflow to another landscaped area.

How to Plan and Install a Rain Garden

Install your Rain Garden



- Once you have selected a site and planned the size of your rain garden, lay out the shape using a string or tape to define the outline of where you will dig.
- If the yard is level, dig to a depth of 6-inches and slope the sides. If the site is sloped, you may need to dig out soil on the uphill side of the area and use the soil to construct a small berm (a compacted wall of soil) along the down slope side of the garden.
- Use a string level to help level the top of the garden and maintain an even 6-inch depth.
- Once the garden is excavated, loosen the soil on the bottom of the area so you have about 12 inches of soft soil for plants to root in. Mix in about 3 inches of compost to help the plants get established and improve the water-holding capacity of the soil.
- If water enters the garden quickly, include a layer of gravel or river rock at the entry points to prevent erosion.

Select Appropriate Plants


California Fuchsia


Common Rush


White Sage


Douglas Iris

You can design your rain garden to be as beautiful as any other type of garden. Select plants that are appropriate for your location and the extremes of living in a rain garden

Site Considerations:

- How much light will your garden receive?
- Is your property near the coast or located in an inland area (this affects sun and temperature)?
- Are there high winds near your home?

Recommended plant characteristics:

- Native plants adapted to local soil and climate,
- Drought tolerant,
- Flood tolerant,
- Not invasive weedy plants,
- Non-aggressive root systems to avoid damaging water pipes,
- Attracts birds and beneficial insects.

*Contact municipal staff to obtain a full list of recommended plants, provided in the countywide stormwater guidance.

Design Checklist

When installing a rain garden, the following design considerations are recommended.

- ❑ Locate the rain garden at least 10 feet from home foundation, 3 feet from public sidewalks, and 5 feet from private property lines. If rain gardens need to be located closer to buildings and infrastructure, use an impermeable barrier.
- ❑ Locate the rain garden to intercept and collect runoff from a roof downspout or adjacent impervious area.
- ❑ Size the rain garden appropriately based on the soil type and drainage area (see Page 1).
- ❑ Do not locate the rain garden over septic systems or shallow utilities. Locate utilities before digging by calling Dig Alert at (888) 376-3314.
- ❑ Locate the rain garden on a relatively flat area, away from steep slopes. If you plan on moving a large quantity of soil, you may need a grading permit. Contact your local municipality for further assistance.
- ❑ Consider installing an underdrain to enhance infiltration in very clayey soils. Contact municipal staff for guidance on how to properly install an underdrain.
- ❑ An overflow should been incorporated in the rain garden to move water that does not infiltrate to another pervious area and away from the home's foundation or neighboring property.
- ❑ Drought and flood resistant native plants are highly recommended and a variety of species should be planted. Avoid invasive plants. Contact municipal staff for a list of plants appropriate for rain gardens from the applicable countywide stormwater guidance. A list of invasive species may be found at the California Invasive Plant Council website (www.cal-ipc.org).

Maintenance Considerations

Once a rain garden is installed, the following steps will help the garden function effectively.

- ❑ Rain gardens should be irrigated periodically (as needed) during dry months, especially while plants are being established. Plants should be inspected for health and weeds should be removed as often as necessary.
- ❑ Apply about 2 inches of mulch and replace as needed. Mulch with a material that will not float away such as compost or a larger sized hardwood mulch (avoid microbark, for example).
- ❑ Areas of erosion should be repaired. Further erosion can be prevented by stabilizing the eroding soil with ground cover or using energy dispersion techniques (e.g., splashblock or cobbles) below downspouts.
- ❑ Avoid using synthetic fertilizers or herbicides in your rain garden because these chemicals are water pollutants.
- ❑ Standing water should not remain in a rain garden for more than 3 days. Extended periods of flooding will not only kill vegetation, but may result in the breeding of mosquitos or other vectors.

The City of Los Angeles and Geosyntec Consultants are acknowledged for providing text, formatting and various images used in this fact sheet. Contra Costa County is acknowledged for an image used in the fact sheet.

SAN MATEO COUNTYWIDE
Water Pollution Prevention Program
Clean Water. Healthy Community.

NPDES Technical Advisory Committee
Agenda Report

Date: November 20, 2012
Item: 4B
From: Matthew Fabry, Program Coordinator
Subject: **APPROVAL** – Review and recommend approval of an agreement with SCI Consulting Group to provide technical services in support of a countywide funding initiative for stormwater compliance activities

RECOMMENDATION

Review and recommend approval of an agreement with SCI Consulting Group to provide technical services in support of a countywide funding initiative for stormwater compliance activities and authorization for the Executive Director to negotiate the scope of work prior to execution.

FISCAL IMPACT

The final contract terms are recommended to be negotiated by the Executive Director. The total contract is estimated to be $980K; of that, expenditures during FY 2012-13 are expected to be approximately $250,000, with the remainder in FY 2013-14. The proposed agreement would include decision points between phases requiring C/CAG authorization to proceed and dependent upon sufficient funds in the approved budget.

SOURCE OF FUNDS

C/CAG's approved 2012-13 budget for the Water Pollution Prevention Program includes $315K for a countywide funding initiative. Staff is preliminarily budgeting an additional $630K in FY 2013-14 and $105K in FY 2014-15 for this effort.

BACKGROUND/DISCUSSION

Upon authorization by the C/CAG Board at its August 2012 meeting, staff issued a Request for Proposals for consulting services to support a countywide funding initiative for stormwater compliance activities. A pre-proposal meeting was held on August 30. Four proposals were submitted and reviewed by a selection panel including C/CAG's Deputy Director and Water Pollution Prevention Program Coordinator and two members of the Congestion Management Technical Advisory Committee. The four proposals were submitted by:

- SCI Consulting Group (teamed with EOA Inc., McGovern Consulting, S. Groner Associates, Inc., True North Research, and Barkiewicz, Kronick & Shanahan)

- MIG, Inc. (teamed with Harris & Associates, HF&H Consultants, Conservation Strategies Group, Fairbank, Maslin, Maulin, Metz & Associates, and Michael Colantuono)
- Public Financial Management, Inc. (teamed with Daniller Consulting, Inc., Sherwood Design Engineers, Tulchin Research, Fenton, and Jones Hall)
- Godbe Research (teamed with NBS, Colantuono & Levin, TBWB Strategies, and Schaaf & Wheeler)

Proposals were reviewed for responsiveness to the RFP, proposed team members, understanding of the requested services, demonstrated competence and relevant experience, proposed approach and scope of work, understanding of Municipal Regional Permit and local regulatory issues, background and related skills, and references. Costs were not included in the proposal review process. The top two ranked proposal teams (SCI Consulting Group and MIG, Inc.) participated in oral interviews with the selection committee on October 31 and November 1, respectively.

Costs for the four proposals ranged from approximately $450K to $1.1 million, exclusive of expected printing and postage costs for anticipated Proposition 218 notices and ballots, which were estimated by some proposers to be between $200-300K.

Based on review of proposals and the oral interviews, the panel recommended SCI Consulting Group as the most qualified proposer. SCI Consulting Group's proposed cost is in the middle of the range of the four proposal teams. The initial phase of work under the RFP, proposed by SCI Consulting Group to cost approximately $250K, includes analyzing existing and future costs of compliance, evaluating potential funding sources, and performing public opinion research; this phase is expected to be the bulk of what could be accomplished in the remainder of the fiscal year.

Staff therefore recommends the TAC recommend approval by the C/CAG Board of an agreement with SCI Consulting Group, with the final scope of work to be negotiated by the Executive Director prior to execution.

SAN MATEO COUNTYWIDE
Water Pollution Prevention Program
Clean Water. Healthy Community.

NPDES Technical Advisory Committee
Agenda Report

Date: November 20, 2012
Item: 4C
From: Matthew Fabry, Program Coordinator
Subject: Review proposed changes to C/CAG's Water Pollution Prevention Program committee structure.

RECOMMENDATION

Review proposed changes to C/CAG's Water Pollution Prevention Program committee structure.

FISCAL IMPACT

None, other than staff costs.

SOURCE OF FUNDS

Existing Water Pollution Prevention Program staff budget.

BACKGROUND/DISCUSSION

In response to recent discussions between Regional Water Quality Control Board staff, the San Mateo City Managers' Association, and the Water Pollution Prevention Program (also referred to as the "NPDES Program") and Congestion Management Technical Advisory Committees (TAC), C/CAG staff is proposing changes to the existing C/CAG committee structure to elevate the importance of and level of commitment by member agencies to meeting regulatory requirements for stormwater management.

Currently, C/CAG's committee structure for the Water Pollution Prevention Program includes a TAC that is voluntarily attended by mid-level technical staff from the member agencies. There are not designated committee members or alternates, there is not a chair/vice-chair, and meetings are held monthly at varying locations throughout the county. There are seven subcommittees reporting to the NPDES TAC that deal with specific provisions of the Municipal Regional Permit, typically staffed by member agency representatives most involved with the subcommittee's focus area. These subcommittees are: 1) New Development; 2) Trash; 3) Commercial, Industrial, and Illicit Discharges; 4) Public Information and Participation; 5) Parks Maintenance and Integrated Pest Management; 6) Municipal Maintenance; and 7) Watershed Assessment and Monitoring.

C/CAG staff is recommending the following:

1. At the C/CAG Board Level – As a result of ongoing compliance concerns and the significant resources member agencies are required to commit to stormwater management, staff recommends increasing involvement by the C/CAG Board in stormwater policy decisions and programmatic activities. Staff expects to provide more frequent presentations to the Board on stormwater-

related issues, including ongoing education of Board members regarding necessary commitments by member agencies to meeting water quality mandates. An anticipated significant upcoming role for the C/CAG Board is involvement in and approval of a Countywide Funding Initiative to increase revenue for both the Countywide Water Pollution Prevention Program and the member agencies.

2. Reconvene a Stormwater Committee at the Director Level – C/CAG's JPA identifies both a Stormwater (NPDES) Committee and a Stormwater (NPDES) TAC; currently there is only an active Stormwater TAC. Staff recommends reconvening the Stormwater Committee, which hasn't been active since the earliest days of the Water Pollution Prevention Program. Membership will be from all cities and the county, formally designated by the C/CAG Board, meeting on designated dates/times/locations (proposed to be concurrent with/adjacent to existing CMP TAC), and subject to Brown Act requirements. The Committee would assume the policy recommendation function of the existing Stormwater TAC. The cities and the county would be asked to provide names for appointment to this Committee, with membership recommended to be at the director level, typically either the Public Works or Planning Director, and a non-voting membership seat for executive management-level staff representation by the Regional Water Quality Control Board. The individual appointed to the Stormwater Committee by the City/County Manager would be the person accountable for ensuring the agency meets the regulatory requirements of the Municipal Regional Permit. This Committee would be scheduled to meet on a bimonthly basis and recommend action on ongoing compliance issues, recommend approval by the C/CAG Board of the annual Countywide Water Pollution Prevention Program budgets, authorize submittal by staff and consultants of annual reporting materials, and provide recommendations to the C/CAG Board on Countywide Water Pollution Prevention Program activities. Routine/non-action items would continue to be managed by the Stormwater TAC and subcommittees.

3. Stormwater Technical Advisory Committee at the Staff Level – The existing Stormwater TAC would continue with its current attendees, but shift to much more of an informational and educational role as opposed to a policy/decision-making body. This will ensure municipal representatives that are actively engaged in compliance efforts continue to be educated and informed on an ongoing basis regarding Municipal Regional Permit issues. This would be in addition to utilizing the existing seven subcommittees referenced above.

The benefits of this approach include:

- Increasing involvement in the Water Pollution Prevention Program at the C/CAG Board level will elevate stormwater regulatory issues with elected officials, demonstrating commitment to meeting regulatory obligations at the highest level;
- Reconvening the Stormwater Committee elevates staff involvement to the department head/director level to ensure appropriate understanding of and commitment to compliance. This level of active staff involvement will also be essential in the coming months as negotiations on reissuing the Municipal Regional Permit begin and revised trash control programs are developed.

- Shifting the focus of the Stormwater TAC from policy/action items to educational/informational will ensure compliance staffs remain actively engaged and informed, but remove the responsibility for making decisions and recommendations that are typically above their level of authority within their organization.

At its November 8 meeting, the C/CAG Board authorized the Executive Director via Resolution to convene a Stormwater Committee to provide professional direction to the Stormwater NPDES Technical Advisory Committee and make recommendations to the Board on water pollution prevention issues. The Committee shall have the following characteristics:

- Membership shall include one representative from each of C/CAG's member agencies and one non-voting seat for executive management from the Regional Water Quality Control Board;
- Members shall be director-level (typically either the Public Works or Planning Director), have responsibility for implementing water pollution prevention programs within their agency, be recommended by executive management of their member agency, and be appointed by the C/CAG Board;
- The Committee shall meet on an appropriate frequency as determined by the Executive Director, anticipated to be bimonthly;
- The Committee shall be subject to the public meeting requirements dictated by the Brown Act.

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NPDES Technical Advisory Committee
Agenda Report

Date: November 20, 2012
Item: 4D
From: Matthew Fabry, Program Coordinator
Subject: Municipal Regional Permit Update – Trash Requirements

RECOMMENDATION

Receive update on efforts related to the trash requirements in the Municipal Regional Permit and provide feedback, as appropriate.

BACKGROUND/DISCUSSION

In response to Regional Board feedback (both written comments by Board staff and verbal comments by Board members) on the February 1, 2012 trash submittals from copermittees and the Bay Area Stormwater Management Agencies Association (BASMAA), upper management from the Regional Board and various copermittees met on October 1 to discuss next steps. It was decided at that meeting to convene a series of workgroups with Board staff and knowledgeable copermittee representatives to further define the performance standards for the various tools in the Trash Load Reduction Tracking Methodology and identify both effectiveness metrics and data tracking and reporting requirements. The output from the workgroups would be brought back to the larger group, which is now called the "steering committee."

Two workgroups met in mid-October to discuss street sweeping and product bans (both single use bag and polystyrene). The work products from those efforts were presented to the steering committee on October 22. Regional Board staff expressed concern that the work products did not go far enough in evaluating effectiveness, leading to a lengthy discussion and general consensus on the following issues:

1. Of the two workgroup meetings scheduled to discuss full capture devices and public outreach, the full capture workgroup would proceed but public outreach would be on hold.
2. The steering committee would start work on developing a template for the Long-Term Trash Load Reduction Plan. A workgroup would be convened to brainstorm an outline for the Long-Term Plan for steering committee consideration.
3. Acknowledgment that there are potentially three distinct classes of cities with regard to trash: cities like Oakland and Richmond that may need special treatment/consideration due to the ubiquitous and challenging nature of their trash issues, "average" cities that have trash issues generally confined to specific jurisdictional areas where focused efforts can be implemented, and "clean" cities that generally have minimal to no trash problems. The Long-Term Plan template would need to be designed around this construct.
4. There would be value in using actual cities as test cases to work through the Long-Term Plan template. Staff from the City of Sunnyvale volunteered.

5. The next steering committee meeting would be focused on reviewing and discussing the proposed long-term plan outline from the workgroup.
6. There was also discussion about what was needed with regard to the remainder of this permit term. Regional Board staff suggested the need for jurisdictions to distinguish between high trash generating areas and "clean" areas and what new meaningful efforts were being implemented in the high trash generating areas.
7. Acknowledgment that in addition to developing a Long-Term Plan template, there would continue to be a need for parallel efforts to further define trash control measures, such as was done through the first two workgroups on street sweeping and product bans, and figure out focused ways to document implementation and evaluate effectiveness of such measures.

Subsequent to this, workgroups have met to discuss full capture devices and develop a framework for a Long-Term Trash Reduction Plan. The framework will be discussed at the next steering committee meeting on November 19, and includes the following basic steps:

1. Identification of high, moderate, and low trash generating areas based on land use and other factors, local knowledge, and field verification.
2. Attempt to identify trash sources in high and moderate generation areas to assist in focused control measure implementation
3. Prioritize trash generating areas and the types of trash problems that need to be addressed within those areas
4. Identify control measures for reducing trash in prioritized areas and minimizing problems
5. Define success/goal and identify measurement types for control measures and/or determining success.
6. Select and implement trash control measures
7. Evaluate and document progress towards goal
8. Modify area designations and reprioritize areas and control measures as needed.

Staff continues to coordinate participation in the trash discussions with Public Works Directors from the Cities of Brisbane and San Mateo and the County.

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NPDES Technical Advisory Committee
Agenda Report

Date: November 20, 2012
Item: 4E
From: Matthew Fabry, Program Coordinator
Subject: Update – Pacifica State Beach and San Pedro Creek Pathogen TMDL

RECOMMENDATION

Staff will provide a verbal update on the recently adopted Total Maximum Daily Load addressing pathogen impairment at Pacifica State Beach and San Pedro Creek.

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DRAFT
Public Information and Participation Subcommittee Meeting Summary
City of Belmont, City Hall

Meeting Date: September 18, 2012
Subcommittee Action:

- Approval of minutes from July 10 PIP meeting

Requested Technical Advisory Committee Action or Feedback/Guidance (if any): none

Announcements

- The RFP for consulting services for the Proposition 218 stormwater initiative should be received shortly at C/CAG, and more information will be available as to who the proposal teams are and what the next steps are in the review process. The initiative will likely involve a significant outreach/education component.

Regional Campaigns Report

- *BASMAA Regional Litter Campaign:* A new "grassroots" display will arrive next week for use in Be the Street (BTS) litter campaign outreach events. It will consist of a logo backdrop that booth attendees can pose in front of to have their picture taken, and then their image can be superimposed onto the logo. The concept is designed to engage youth in the program by giving them something they can digitally share with their friends. More details and training will be presented at the November PIP meeting. The BTS Facebook page is up to 650 fans, and the video contest has six submissions with more on the way. The deadline for the contest will be pushed back until after the holidays to give the youth more time to submit. The next installment of the E-newsletter will be reviewed soon.
- *BASMAA Media Relations*: The next media pitch will be on September 25 and will be related to a new grant to launch the Greener Pesticides/Cleaner Waterways campaign (see details below) and how the IPM advocates program will be continuing (see details below).
- *BASMAA Regional Pesticide Campaigns*: The committee was given a presentation on two new regional pesticide campaigns. The first one, Got Ants, involves $200,000 in funding from the State Department of Pesticide Regulation, to develop a regional campaign focused on using IPM to get rid of Ants, both for residents and for domestic outsourcers. The campaign is now in the forming stages and will run from early spring 2013- to late spring 2014. The second campaign, Greener Pesticides for Cleaner Waterways involves $250,000 from EPA to take the existing Our Water Our World program and develop promotional components, increase sales of less toxic products, and continue the IPM advocates program. The campaign is also in the forming stages and will launch in the spring of 2013 and continue through the fall of 2014. The presentation also tied together the efforts of the SF Bay Protection Campaign's efforts to create a regional brand and use the aforementioned campaigns to launch the new brand. See below for the latest development on this campaign.
- *SF Bay Protection Campaign*: Previous comments on logos are being reviewed and the top 5 logos will be available within a few weeks for final review. The new brand will be used in the roll out of the two regional pesticide campaigns explained above: Got Ants and Greener Pesticides for Cleaner Waterways.

Coastal Cleanup Day

The 28th Annual Coastal Cleanup Day citizen involvement event occurred countywide on September 15, 2012. A total of 4,153 volunteers cleaned up 86.5 miles of coast, bay, and creek shorelines in the county, gathering a total of 25,729 pounds of trash, and 4,920 pounds of recyclables. There were 32 sites promoted, and many additional sub-sites within given cities. This year was the first year that site

captains were asked to also report in volume in an effort to move towards helping cities use the data for trash load reporting. The volume report was 27,114 gallons for trash, and 6,620 gallons for recyclables. Environmental Health will break down the volume reports by city and forward that information on to PIP members.

School Outreach Report

- *Elementary Schools:* The Banana Slug String Band is beginning the third and final year under this contract to provide school outreach to elementary schools. They are targeting schools that have never seen their performance. A new RFP will need to go out this winter should PIP decide to continue having contractors doing elementary outreach.
- *High Schools:* Environmental Health had originally planned to team up with Recycleworks to do school outreach to high schools, but Recycleworks will not ultimately be involved. Environmental Health is now proceeding with developing pollution prevention curriculum for high schools, to include tabling events and classroom presentations. The overall goal will be to combine the messages of the Stormwater, Used Oil, HHW programs, and anti-littering messages of the Regional Litter Campaign (Be the Street) and the upcoming Bag Ordinance. Once the program is developed for high schools, it will be adjusted for middle schools. PIP will be informed when a school is scheduled, and will have the opportunity to participate in the outreach.

Event Outreach Report

- *Outreach materials*: BAPPG has produced a new fact sheet on maintaining and discharging pools and spas focusing on reducing copper algaecide contamination. The fact sheet is available for download on flowstobay, but will not be included in the OWOW store display rack as that program is focused on pesticide products for the garden. ▪ A new Outreach Materials order form has been created and is now available on the Password Protected PIP page. PIP was advised to discard any previous form files and replace it with the new one. It is a fillable PDF. ▪ Since July 1, Environmental Health has conducted outreach at the Car Crazy Car Show in San Mateo (8/11), the North Fair Oaks Festival in Redwood City (8/19), the LID Workshop in Moss Beach (8/25), and the Hot August Nights Harvest Festival in San Carlos (9/6). An outreach event in Half Moon Bay is planned for the fall, date tbd. This will conclude outreach events until spring 2013. Please let Environmental Health know if you need outreach support so your event can be scheduled well in advance.

Annual Report Review

A revised outreach requirements table was presented to the committee with 2010 census numbers, and the definition of what constitutes an outreach event vs. an involvement event were discussed. EOA reviews of city reports were mostly satisfactory for Public Involvement and Outreach, however some cities did not have enough events to report, and others did not explain how they participated in countywide events (mostly relating to promotion). The topic of improving the C.7 and C.9h Annual Report Guidance was discussed, with a possible training to take place next year as part of a PIP meeting.

Subcommittee Work That Affects Other Subcommittees:

EH will report CCD volume numbers by city to PIP members to forward on to Trash Work Group members

Next Steps:

- The Community Action Grant work group will hold its second meeting on a date yet to be determined.

Next Meeting Date: November 13, 2012, at Belmont City Hall.

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DRAFT
Public Information and Participation Subcommittee Meeting Summary
City of Belmont, City Hall

Meeting Date: November 13, 2012
Subcommittee Action:

- Approval of minutes from September 18 PIP meeting

Requested Technical Advisory Committee Action or Feedback/Guidance (if any): none

Announcements

- Due to administrative support staffing changes at Environmental Health, response to material requests will be temporarily slowed, and two weeks advance notice is requested.

Coastal Cleanup Day

- Updated and finalized numbers for the 28th Annual Coastal Cleanup Day from September 15, 2012 are as follows:
  Trash: 26,641 pounds/ 26,936 gallons. A 20% increase over last year.
  Recycling: 4,890 lbs/ 6,620 gallons. Also a 20% increase over last year.
  Volunteers: 4,490. A 7% increase over last year.
  Distance cleaned: 106.5 miles, a 35% increase over last year.
  Much of the increase in weight/volume is possibly attributed to the cleanout of a massive homeless encampment at Thornton State Beach in Daly City. Numbers for each city are available by contacting Environmental Health.

Points of Contact

- *Website*: Environmental Health is transitioning the Flowstobay website to a new open source content management system, Drupal, eliminating the need for web design software, upgrades, and training. This will allow administrative access to a wider variety of individuals at C/CAG and EOA, who can then maintain their own committee pages. In the process, it will also give the website a more current look and feel, and will be more user friendly to the public, business owners, and municipalities. The overall structure and organization of the site will remain the same. The target date for launching is early February. PIP will be notified a week before the launch date.
- *Social media*: Flowstobay has been on Twitter for a few years, but recently a Facebook page was created as well (www.facebook.com/flowstobay). The page currently has 46 "likes" mostly as a result of over 60 posts that took place during Coastal Cleanup Day. Committee members are encouraged to "like" or "follow" Flowstobay, both through municipal and personal Facebook pages in order to help a Flowstobay community develop and grow. Committee members are also encouraged to contact Environmental Health to share their social media addresses so cross-promoting can increase.

- *Smartphone Capabilities*: Flowstobay now has a QR code which can be posted to direct people with smartphone code scanners to the website. Committee members are encouraged to contact Environmental Health for a digital version of the QR code to use to promote Flowstobay.

School Outreach Report

- *Elementary Schools:* The Banana Slug String Band is in the middle of the third year under this contract to provide school outreach to elementary schools. The committee weighed whether or not to begin a Request For Quotes procedure to evaluate other contractors, or to look into extending the contract for two more years. While some concern for possible repetitiveness of the performances was expressed, the committee decided to begin negotiations to extend the contract. EH will further explore a contract extension and report back in January.
- *High Schools:* Environmental Health is continuing to develop a presentation for pollution prevention in high schools. The content includes comprehensive watershed, stormwater, litter/dumping, and toxics recycling messages. SMCWPPP will continue to partner with the Used Oil Program to combine funding for outreach efforts, and a significant portion of the content will be related to oil recycling. The presentation will be highly visual, using Powerpoint and videos, along with an assessment activity to engage students. It is currently being designed to have portions that can be expanded in a modular fashion so that specific topics can be covered more in-depth if a teacher requests it. Committee members will be encouraged to provide EH with contacts in the high schools, and to participate in the presentation if they choose. A draft of the presentation will be presented at the next PIP meeting.
- *STEM Fair Judging.* Carole Foster of San Mateo County Public Works volunteered to act as a judge at the STEM fair, for the Ecology projects. Environmental Health will proceed in gathering details and preparing an award.

Single-Use Carry-out Bag Ordinance

- The County passed an ordinance banning single-use carry out bags for all retailers on November 6. The ordinance can be adopted by cities within the county since an EIR was conducted on behalf of most jurisdictions. The ordinance is set to go into effect on April 22, 2013. The ordinance requires retail establishments to charge a minimum of 10 cents for recycled paper bags and reusable bags at the point of sale. Exclusions are: dry cleaning bags, produce bags, bags to hold prescription medications, and bags for prepared food. Guidelines for cities to adopt the ban are available, along with outreach support from County Environmental Health.

Regional Campaigns Report

- *BASMAA Regional Litter Campaign:* A new "grassroots" booth display has arrived and requires some modification before use. SGA will attend an upcoming PIP meeting to demonstrate its use, and then it will be available for check out. The video contest has 11 submissions and the deadline has been extended to January 7. The booth display, the video contest and the e-newsletter are designed to create interest and build a network, which has so far been successful based on the 820+ current "likes" on the Facebook page. In future months this network will be asked to take some sort of action that is yet to be determined.

- *BASMAA Media Relations*: First two pitches have been related to pesticides, the second one was released on a local level and focused on the IPM Advocates program and generated 34 downloads on flowstobay.
- *BASMAA Regional Pesticide Campaigns*: Environmental Health is looking to hire a graduate of the IPM Advocate program to manage and expand the **OWOW** program in San Mateo County. The advocate was a trainee last year and is currently working in the San Carlos Home Depot and Foster City Orchard Supply stores under the **Greener Pesticides Cleaner Waterways** grant program. She will also ultimately help disseminate new OWOW materials that will be developed with the new **Regional Brand**, which is currently going through another round of submissions before it can be finalized. The first round of logos received input from over 500 Bay Area residents and 50 agencies, and the consensus was that none of the logos resonated with the region. New submissions should be ready for review in mid-November. The **Got Ants** campaign is finalizing an advertising plan centered on the tagline, "Got Ants-Get Serious" (SERIOUS is an acronym for 7 actions people can take to eradicate ants around the home). The website should be launched by the end of the year.

Pest Control Operator Outreach

- EH obtained an updated list of PCO's operating in the county from the Ag Commissioner and conducted two direct mailings to everyone on the list. On September 5, PCO's were mailed flyers announcing Green Gardner Classes in the region, and on September 26 they we sent a packet with a cover letter explaining IPM. The packet included opportunities for IPM training from various organizations.

MRP Requirements

- The committee discussed the impact of Public Information and Participation requirements on individual jurisdiction's staffing and budget. It was widely agreed that if the requirements could be revised to be more flexible and allow for more multi-city, countywide, or regionally focused efforts, it would relieve strain on jurisdictions that are short staffed.

Subcommittee Work That Affects Other Subcommittees:
None

Next Steps:

- The Community Action Grant work group has yet to hold its second meeting to determine the fate of the program.
- The committee will continue to discuss the impact of Public Involvement requirements on individual cities.

Next Meeting Date: January 8, 2013, at Belmont City Hall.

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DRAFT CII Subcommittee Report

Meeting Date: October 17, 2012

Subcommittee Actions:

- Agreed that the June 2012 subcommittee meeting summary was acceptable.
- Agreed to revise the Illicit Discharge Inspection Form and tracking table.

Requested Action or Feedback/Guidance (if any): None.

Other Information/Announcements:

- **Bay Area Pollution Prevention Group.** There was a presentation on healthy Nail Salons at the last BAPPG meeting and the second half of the presentation will be given at the December 2012 meeting. There is a on-line survey for the final selection of the San Francisco Bay Protection & Behavior Change Campaign (Regional Campaign) tag line. A survey monkey request was sent to BAPPG representatives to update the information on the Baywise.org website. Catherine will forward the email to Kristin to distribute to the Subcommittee.
- **FY 2011/12 Annual Report.** The group discussed how they use the illicit discharge tracking form to complete the Annual Report forms. The Subcommittee would like to have the Illicit Discharge Inspection Form template and Excel tracking table revised as follows:
    - Delete "Threat to Water Quality" columns in the Complaint Information section.
    - Add a column in the Investigation Information section between "Discharge Entered Storm Drain" and "Nothing Found to Abate" to track discharges found or evidence of discharge found but it did not reach the storm drain system/receiving water.
    - Match the Enforcement actions in the tracking table to the Inspection Form. Individual agencies should change the actions to match their Enforcement Response Plan.
    - Match the Type of Pollutants in the tracking table to the Inspection Form.
    - Add spaces for recording time on the Inspection Forms.
    - Add a place for field testing results (i.e., samples collected, field measurements taken) on the Inspection Form.
    - The Inspection Form should only have what is required by the MRP.

  Kristin will email a revised version of the tracking table and inspection form to the Subcommittee for review.
- **OWOW Pool/Spa/Fountain BMPs Fact Sheet.** The BAPPG will be translating this Fact Sheet to Spanish. Catherine provided the Fact Sheet to the County (who inspect public and commercial pools) and will talk with the Mosquito Abatement District about posting on their website. Printed copies of the Fact Sheets are available through the BAPPG or Timothy Swillinger, SMCWPPP PIP Subcommittee Chair.
- **Update on County Environmental Health (CEH) Inspections.** The inspector who was performing the follow-up inspections for violations issued has left CEH. A new technician is

currently being trained to take over this position and may be able to begin closing out violations next week. There was also discussion that the Facility Lists provided by CEH for the Annual Report should be reviewed by the local agency for completeness.

- **Fire Sprinkler Testing.** The Subcommittee does not consider developing a Fire Sprinkler Testing BMP brochure a priority at this time.
- **Mobile Business Outreach Piece.** The Subcommittee provided feedback on the SCVURPPP *Mobile Business BMPs* outreach brochure during two comment periods. All the comments have been incorporated except for the request to change the front cover storm drain inlet picture to a picture including a local SMCWPPP stencil. Kristin requested pictures from the Subcommittee.
- **State Fire Marshall BMP Manual.** City of Burlingame staff are the only Subcommittee members who have been approached by Fire Department personnel to discuss the State Fire Marshall BMP Manual.(http://osfm.fire.ca.gov/strucfireengineer/pdf/aes/waterdischargemanual.pdf).
- **CII Training Workgroup.** No one attended the Training Workgroup meeting held before the Subcommittee meeting. Kristin will begin sending the Training Workgroup agenda packets to the entire Subcommittee until the Workgroup gains more members. Kristin will also send an email reminder with the links to the training materials that are available on the Flows to Bay website. Kristin will present possible training options at the next Subcommittee meeting. Some ideas for illicit discharge and mobile cleaners were briefly discussed. Catherine recommended Jim Gamble's, Crystal Cleaning Coming, presentation on Mobile Cleaning: Parking Garages that he did for the BAPPG.
- **Other Information:** The CWEA Collection Systems Committee will be hosting a one-day training seminar titled "Source Control System Toolbox" on November 7, 2012 at Union Sanitary District. East Palo Alto is working with the County to stop illegal dumping. The County has ordered cameras and will install them at locations that have problems with illegal dumping.

Subcommittee Work That Affects Other Subcommittees: None.

Next Steps: Kristin will email the revised Illicit Discharge Inspection Form template and tracking Excel table to the Subcommittee for comment. The final *Mobile Business BMPs* outreach brochure will be sent to the Subcommittee once a replacement cover picture is found. Kristin will email the links to the training materials currently available to staff to the entire Subcommittee.

Next Meeting Date: The Subcommittee is scheduled to meet next on Wednesday December 19, 2012 at 1:00 pm.

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DRAFT New Development Subcommittee Meeting Summary

Meeting Date: October 2, 2012

Present: Gilbert Yau, Belmont; Eva Justimbaste, Burlingame; Michael Laughlin, Colma; Muneer Ahmed, Colma and Half Moon Bay, Jeanne Naughton, Daly City; Michelle Daher, East Palo Alto; Laura Prickett, EOA; Julie Moloney, Foster City; Catherine Chan, Hillsborough; Shaun Mao and Roger Storz, Menlo Park; Tanya Benedik, Millbrae; Elizabeth Claycomb, Pacifica; Chey Anne Brown, Portola Valley; Patti Schrotenboer, Redwood City; Gavin Moynahan, San Carlos; Camille Leung, County of San Mateo; and Cassie Prudhel and Andrew Wemmer, South San Francisco

Subcommittee Actions:

1. Approved summary of the August Subcommittee meeting.
2. Approved revisions to the Stormwater Requirements Checklist, with the additional revision that it be adapted specifically for non-C.3 Regulated Projects.
3. Agreed to update C.3 Technical Guidance Appendix L to add the BASMAA site design fact sheets.
4. Scheduled the next New Development Workshop for May 2013.
5. Agreed to approve via email the Construction Site Inspection Checklist, after comments from inspectors are incorporated.
6. Approved revisions to the Construction Site Inspection Tracking Table.

Requested Technical Advisory Committee Action or Feedback/Guidance (if any): None.

Other Information/Announcements:

1. **Annual Report Debrief.** Discussed issues regarding the Annual Report Form, including the need for more specific guidance in the C.6 section.
2. **Stormwater Requirements Checklist.** Reviewed proposed changes to the checklist.
3. **Incorporating C.3.i Fact Sheets in the C.3 Technical Guidance.** Discussed the need to incorporate the C.3.i fact sheets and guidance on using the fact sheets in Appendix L of the Technical Guidance, which has been a placeholder appendix for C.3.i guidance.
4. **Redesign of the Public New Development Webpage.** Reviewed screenshot of web page.
5. **New Development Workshop.** Discussed schedule and potential topics for the workshop, including an exercise filling out the updated C.3/C.6 Checklist for a project in which infiltration or rainwater harvesting and use is feasible.
6. **BASMAA Update.** Heard update on preparation of the LID Feasibility Status Report.
7. **October 10 CALBIG Training.** Heard about this lunchtime training regarding construction site control.
8. **Construction Site Inspection Checklist.** Reviewed proposed revisions to the checklist.
9. **Construction Site Inspection Tracking Table.** Reviewed proposed revisions to the tracking table.
10. **CASQA Construction BMP Portal.** Discussed the possibility of the Countywide Program providing a group membership for all member agencies.

Work That Affects Other Subcommittees: None

Next Steps for Subcommittee members:

➔ Comment on the draft countywide model conditions of approval by October 16.

Next Steps for Program Consultant EOA, Inc.:

➔ Provide Subcommittee input on the Annual Report Form to BASMAA's Development Committee.
➔ Adapt the Stormwater Requirements Checklist for use in non-C.3 Regulated Projects and email it to the Subcommittee.

- ➔ Coordinate with County Environmental Health staff about adding to the Program's website home page a direct link to the public New Development page.
- ➔ Email the construction site inspection checklist to the Subcommittee, and to CALBIG, requesting that it be forwarded to inspectors for review. Comments due October 19.
- ➔ Email to the Subcommittee the Excel file of the updated Construction Site Inspection Tracking Table.
- ➔ Email a screenshot of the CASQA Construction BMP Portal to the Subcommittee for forwarding to inspectors, for input on whether they would find membership helpful.

Next Meeting: December 4, 2012

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DRAFT SUMMARY
Municipal Maintenance Subcommittee Meeting – Colma Community Center

Meeting Date: October 24, 2012

Subcommittee Actions:

1. Agreed that the summary of the August 2012 subcommittee meeting was acceptable.

Requested Technical Advisory Committee Action or Feedback/Guidance (if any): None

Other Information/Announcements:

- **Open Forum Discussion on Maintenance Issues.** Subcommittee members discussed experience with trash capture devices collapsing and/or failing. West Coast Storm, Inc. is no longer servicing or repairing their devices. United Storm Water will not repair a West Coast Storm, Inc. trash capture device but will replace the product for a fee. The Subcommittee requested Kristin ask SFEP if they have any recourse (e.g., performance bond) with West Coast Storm, Inc. for not fulfilling their contract obligations.

- **Rural Roads Training.** Subcommittee members were reminded that the MRP requires training for rural public works maintenance staff on the rural roads BMPs at least twice within the 5 year permit term. The agencies that reported they had rural roads in the Annual Report are: San Mateo County, Atherton, Half Moon Bay, Hillsborough, Portola Valley and Woodside.

- **Municipal Maintenance Workshop.** Late spring or early summer was a suggested time period for holding a maintenance workshop. Kristin said the priority for the Workshop will be cleaning catch basins and trash capture device maintenance. The other suggested topics will be incorporated into the agenda as presenters are available. Kristin asked for volunteers to present or to be in a Workshop Work Group. The Work Group would not need to hold meetings but would be available for information gathering and guidance. If there are no volunteers Kristin will use the entire Subcommittee attendance list to contact staff as needed.

- **BASMAA Municipal Operations Committee.** BASMAA Muni Ops Committee will likely be taking on the task of revising the Annual Reporting form in response to the Regional Water Board staff letter regarding the BMP check boxes for Provisions C.2.a Street and Road Repair and Maintenance, C.2.b Sidewalk/Plaza Maintenance and Pavement Washing, C.2.c Bridge and Structure Maintenance and Graffiti Removal and C.2.e Rural Public Works Construction and Maintenance. Hillsborough and Millbrae have standard operating procedures for some of these activities that may be useful if a SMCWPPP Template SOP is needed.

- **Selection of New Chair.** Lou Duran, San Carlos, will be the new Subcommittee chair for 2013. The meetings will be held on the second floor of the San Carlos Library, 610 Elm Street, San Carlos. Parking is limited so members were encouraged to car pool.

Subcommittee Work that Affects Other Subcommittees: None

Next Steps: Kristin will contact SFEP to discuss West Coast Storm, Inc.

Next Meeting: The next meeting will be held on January 23, 2013.